Wisconsin Upload Multiple Student File Layout

General

- File must contain a header row with the column titles (see example). If a header isn't used, the first student will be removed from the file.
- File must contain the data in the order listed in the file layout.
- Fields cannot be longer than the value in the Maximum Length column.
- Fields cannot contain commas.
- File must be in comma separated (.csv) format.
- To save Excel file as type .csv:
  - Save file updates/changes within Excel.
  - Open file in Excel, if file not already open.
  - On the Windows menu bar, click File, then Save As…
  - The Save As dialog box will appear. The line at the bottom of this box reads Save as type:
    - Click on the down arrow to the right of this line to open a drop down menu.
    - Scroll down the menu until CSV (Comma delimited) is visible.
    - Click on CSV (Comma delimited) [*.csv] to select for the Save as type:
    - Click on Save on the right.

Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules

1	District Number	10	• Alpha/Numeric
			• 0-9, T; leading zero(s) required
				Required (not blank)
				Public format: 03DDDD0000 (for public school districts)
				    49DDDD0000 (for non-district charters)
				Private Choice format: 13SSSS0000 (for individual choice schools) OR
				    13T1##0000 (for choice school systems)
				DDDD = 4-digit DPI assigned district code
				SSSS = 4-digit DPI assigned school code
				T1## = 4-character DPI assigned choice school system code
				
				Must be 10 char/digits exactly
				Must exist in EPIC for the district specified
				
				Direct questions about public district codes to Phil Cranley. philip.cranley@dpi.wi.gov
				Direct questions about choice school and choice school system codes to Duane Dorn. duane.dorn@dpi.wi.gov

2	School Number	10	• Alpha/Numeric
			• 0-9, T; leading zero(s) required
				Required (not blank)
				Public format: 04DDDDSSSS (for public school districts)
				    49DDDDSSSS (for non-district charters)
				    4CDDDDSSSS (for multi-district charter schools)
				Private Choice format: 14SSSSSSSS (for individual choice schools)
				    14T1##SSSS (for choice school systems)
				DDDD = 4-digit DPI assigned district code
				SSSS = 4-digit DPI assigned school code
				T1## = 4-character DPI assigned choice school system code
				
				Must be 10 char/digits exactly
				Must exist in EPIC for the school specified
				
				Direct questions about public school codes to Phil Cranley. philip.cranley@dpi.wi.gov
				Direct questions about choice school and choice school system codes to Duane Dorn. duane.dorn@dpi.wi.gov

3	Grade Level Placement	2	• Numeric • 03, 04, 05, 06, 07, 08,10 or 3, 4, 5, 6, 7, or 8 • Leading zero not required if 1 digit	**Required (not blank)**

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Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
4	Student Last Name	35	• Alpha/Numeric • A-Z, 0-9, Space ( ), apostrophe ('), dash (-), period (.)	**Required (not blank)** Shall have no embedded commas
5	Student First Name	35	• Alpha/Numeric • A-Z, 0-9, Space ( ), apostrophe ('), dash (-), period (.)	**Required (not blank)** Shall have no embedded commas
6	Student Initial	35	• Alpha/Numeric • A-Z, 0-9, Space ( ), apostrophe ('), dash (-), period (.) • May be blank	**Not Required** **<blank>** = None
7	Wisconsin Student Number	10	• Numeric • 0-9	**Required (not blank)** Not blank Must be 10 digits exactly
8	Local Student ID 1	30	• Alpha/Numeric • A-Z, 0-9, • May be blank	**Not Required**

9	Date of Birth	8	• Alpha/Numeric
			• Format MMDDYYYY
			  o MM (01-12)
			  o DD (01-31)
			  o YYYY (1994-2009)
			• Leading zero required on Month and Day if 1 digit
				Required (not blank)
				Year range restriction: 1994-2009
				Must be 8 digits exactly

10	Gender	1	• Alpha/Numeric • F or M	**Required (not blank)** **F** = Female **M** = Male
11	Disability Status	3	• Alpha/Numeric • A, DB, EBD, H, ID, LD, OHI, OI, SL, TBI, V, SDD, or N	**Required (not blank)** **A** = Autism **DB** = Deaf-Blind **EBD** = Emotional Behavioral Disability **H** = Hearing Impaired **ID** = Intellectual Disability **LD** = Specific Learning Disability **OHI** = Other Health Impairment **OI** = Orthopedic Impairment **SL** = Speech or Language Impairment **TBI** = Traumatic Brain Injury **V** = Visual Impairment **SDD** = Significant Developmental Delay **N** = Not IDEA Eligible or No Disability
12	English Proficiency	1	• Numeric • 1,2,3,4,5,6, or 7	**Required (not blank)** **1** = ELL/LEP Entering **2** = ELL/LEP Beginning **3** = ELL/LEP Developing **4** = ELL/LEP Expanding **5** = ELL/LEP Bridging **6** = Formerly ELL/LEP, now fully English proficient **7** = Fully English proficient, never ELL/LEP
13	Racial/Ethnic Group	1	• Alpha/Numeric • A, B, H, I, P, W, T	**Required (not blank)** **A** = Asian **B** = Black **H** = Hispanic **I** = American Indian/ Alaska Native **P** = Pacific Islander/ Hawaiian Native **W** = White **T** = Two or more races

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Ref #	Column Name	Maximum Length	Formatting Rules and Acceptable Values	Validation and Required Rules
14	Special Status	1	• Alpha/Numeric • Y or N	**Required (not blank)** **Y** = The student has Special Status. **N** = The student does not have Special Status.
15	Migrant Status	1	• Alpha/Numeric • Y or N	**Required (not blank)** **Y** = The student is Migrant. **N** = The student is not Migrant.
16	District Accountable	10	• Alpha/Numeric • 0-9, T; leading zero(s) required	**Required (not blank)** See ref #1 for Validation Rules
17	School Accountable	10	• Alpha/Numeric • 0-9, T; leading zero(s) required	**Required (not blank)** See ref #2 for Validation Rules
18	Enrolled in School FAY	1	• Alpha/Numeric • Y or N	**Required (not blank)** **Y** = The student is Enrolled in School for Full Academic Year. **N** = The student is not Enrolled in School for Full Academic Year.
19	Enrolled in District FAY	1	• Alpha/Numeric • Y or N	**Required (not blank)** **Y** = The student is Enrolled in District for Full Academic Year. **N** = The student is not Enrolled in District for Full Academic Year.
20	Reason Not Tested	3	• Alpha/Numeric • PAR, SME, RTR, INV, AEW, NLE, RAE, OTH, or blank	Users will enter a reason why the student was not tested in the on-line test portal. **Not Required** **PAR** = Parent Opt-out **SME** = Significant Medical Emergency **RTR** = Recent Trauma **INV** = Invalidated **AEW** = Absent for Entire Window **NLE** = No Longer Enrolled in WI Public School **RAE** = Recently Arrived ELL (for ELA use only) **OTH** = Other
21	EL Student New to Country	1	• Alpha/Numeric • Y or N or blank	**Not Required** Used to determine eligibility for ELA test exemption **Y** = The student is EL Student New to Country. **N** = The student is not EL Student New to Country.
22	Choice Program Participant	1	• Alpha/Numeric • Y or N	**Required (not blank)** **Y** = The student is in the Choice Program. **N** = The student is not in the Choice Program. Note: Public School students must be flagged "N".
23	Optional Field	50	• Alpha/Numeric • 0-9, A-Z, Blank - Special Char. i.e., !@#$%^&*(	**Not Required** Districts may use this field to split the grade level into classroom/teacher level chunks.